

0910.07 Storing Magnetic Media

Issued January 1, 1994

SUBJECT: Storing Magnetic Media.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To prescribe procedures that will enable Data Centers and individual offices to acquire off-site storage of back-up copies of their computer data in the event the original data is lost or destroyed.

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SUMMARY: Individual offices and data centers which have a need to assure availability of back-up security copies of information they create and store electronically (on tapes, cassettes, cartridges and diskettes) may arrange for off-site storage of these media at the State Records Center.

APPLICABLE FORMS: DMB-594, Transfer of Electronic Media to Off Site Storage Form.

PROCEDURES:

Agency:

- Establishing off-site storage service:
 - Calls the State Records Center at (517) 335-9132 and request that off-site storage services be established for its electronic media.
 - Supplies the Records Center staff with certain information including:
 - Initial volume of items to be stored.
 - Anticipated rate of growth.
 - Expected frequency in which media items will be retrieved/returned.
 - Office location and contact person.

Records Center:

- Based upon information provided, will assign the agency a certain quantity of storage space for its electronic media.
- Will assign a series of numbered slots for tape seals and cartridges and control storage for diskettes and cassettes.

Agency:

- Will control the assignment of items to be stored or retrieved.
- Storing electronic media:

- Once approval has been gained to establish off-site storage service, may begin sending media to the State Records Center.
 - May transfer and retrieve media on a daily, weekly or other schedule as arranged in initial contact with State Records Center.
 - In order to store or retrieve items, must complete a Transmittal of Electronic Media to Off-site Storage Form (DMB-594). This form can be obtained by calling the Records Center at (517) 335-9132.
 - Provides information including agency identification and a listing of all tapes, cassettes, cartridges or diskettes that are to be stored or retrieved.
 - Individually identifies, by number, each tape or cartridge and the corresponding slot number into which each item is to be stored or from which it is to be retrieved.
 - May produce a computer generated listing of tapes and cartridges and corresponding slot numbers and attach it to a transmittal form as an alternative to listing that information on the transmittal itself.
 - For other media, provides the required agency identification and enters information in the description column that will identify the item being stored or retrieved.
- Retrieval of electronic media:
 - If only retrieving 1 or more items and not placing other items into storage, mails the completed transmittal form to the State Records Center via interdepartmental (I.D.) mail.
 - If sending items to be stored, encloses the transmittal in the container with the media and mails to the Records Center via I.D. mail service.
 - May personally deliver the transmittal and media to the Records Center in lieu of mailing it.
 - To retrieve a single magnetic tape, cartridge, cassette or diskette, may call the Records Center's Tape Library at (517) 335-9132 and make the request via telephone.

Records Center:

- On receiving the transmittal, stores and retrieves the items as described. Signs and returns a copy of the transmittal to the agency along with requested items.

Agency:

- With proper identification, may send a representative to the Records Center to pick-up the requested item.
- Containers for transporting media:
 - Should provide specialized containers for transporting electronic media in order to protect them from damage. Information and assistance regarding selecting a proper container may be acquired by contacting the State Records Center at (517) 335-9132.
- May transport cassettes and diskettes in small Records Center boxes that are 14-3/4 x 9-1/2 x 4-1/2 inches in size. These boxes may be acquired from State Paper and Stationery Stores as Commodity No. 5830-4174.
- May transport tape and cartridges in specially designed rigid plastic or metal cases.

- For applications where large numbers of tape seals are transported, specialized carts may be used. These heavy duty carts have lockable doors and are fully enclosed to protect the tapes. These carts present special handling requirements and special arrangements may need to be made to accommodate their use.

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